

## HUMAN RESOURCES DIRECTOR - 1059

### **General Definition of Work:**

Performs difficult professional and executive work planning, organizing and directing the County's overall human resources program. Work is performed under the general supervision of the County Manager. Supervision is exercised over department personnel. Represents County Manager in regional/state HR programs/issues.

### **Essential Functions/Typical Tasks:**

**Planning, directing, supervising and coordinating the County's human resources and personnel process, system and staff; ensuring compliance with local, state and federal regulations; overseeing the preparation and maintenance of personnel records and files; employee and manager training; special projects as requested including organizational structure and work flow.**

*(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)*

- Manages, oversees, administers and coordinates the County's human resource process and functions including classification and pay, employee relations, affirmative action, recruitment and selection, performance management, training and benefits administration.
- Consults and provides advice on personnel matters, which include interpretation of actions, policies and procedures for employees, supervisors, County Manager, Board of Commissioners and the general public.
- Serves as HR business partner working with departments on workflow, business processes, staffing, etc.
- Assists in resolution of non-routine personnel matters such as disciplinary procedures and discrimination charges.
- Oversees and administers special projects such as the development of new or revised policies and procedures.
- Monitors and addresses employee relations concerns, manages the internal grievance process and coordinates response to external complaints.
- Partners with Risk Management/Safety on employee ADAAA, WC and light duty concerns.
- Oversees county Wellness & Health programs and staff.
- Reviews ongoing personnel actions for accuracy and uniformity.
- Attends Board of Commissioners, staff and professional meetings.
- Prepares and schedules staff development and training.
- Conducts exit interviews and work climate surveys, provides assistance with action planning.
- Participates in interviews and assessment panels.
- Coordinates management, supervisory and employee training programs.
- Ensures compliance with federal and state employment standards.
- Assists the County Manager, County officials, department directors, supervisors and employees on personnel related matters such as promotion, demotion or discipline.
- Administers performance management program, reviews performance evaluations for accuracy and completeness.
- Maintains records and handles related correspondence.
- Oversees the processing and maintenance of personnel records and files.
- Responsible for department budget, vendor contract negotiations.
- Performs related tasks as required.

### **Knowledge, Skills and Abilities:**

Thorough knowledge of the philosophy, practices, legal principles, Federal laws and guidelines as they relate to public administration; comprehensive knowledge of the methods and practices of classification and pay, testing and selection and affirmative action; general knowledge of governmental organization and administration and labor relations; thorough knowledge of organizational development and behavior; ability to present ideas effectively, either orally or in written form; ability to establish and maintain effective working relationships with County officials, associates and the general public; ability to conduct evaluations and studies and to prepare related reports and recommendations.

### **Education and Experience:**

Requires graduation from an appropriately accredited college or university with major course work in personnel administration, human resources or related field and extensive experience in personnel management. Government experience preferred.

### **Physical Requirements:**

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires reaching, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

**Special Requirements:**

Possession of an appropriate driver's license valid in the state of North Carolina.

HR 1/28/15